

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**



**AIR FORCE INSTRUCTION 91-202
AIR COMBAT COMMAND
Supplement**

9 OCTOBER 2012

Safety

**THE US AIR FORCE MISHAP
PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-202, 5 August 2011, is supplemented as follows. This supplement establishes command mishap prevention program requirements. It applies to commanders, functional managers, supervisors, and all other ACC personnel. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members. Forward recommended changes on AF Form 847, *Recommendation for Change of Publication*, to this instruction to HQ ACC/SEW, 220 Sweeney Blvd, Ste #324, Langley AFB VA 23665-2714. **Note:** The inclusion of any specific commercial product, commodity, or service in this publication is for information purposes only and does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This document incorporates minor updates throughout, therefore a complete and thorough review is recommended. Some specific changes include; expanded guidance regarding training for

Squadron Assigned Flight Safety Officers, mandatory Pre-Departure safety briefings, installation safety office guidance regarding Occupational Safety and Health Administration (OSHA) visits, full-time ground safety staff continuation training, Safety Staff Assistance visit request procedures, SPOT inspection requirements, full time Weapons Safety Manager training, Wing and Numbered Air Force (NAF) annual trend analysis reporting, and a revised explosives safety training outline.

1.5.10.1. The Budget Division, ACC/FMA, will fund occupational safety, health, and fire prevention requirements based on the ACC staff recommendations, base level input, and ACC/RMT approval.

1.5.11. NAF and Direct Reporting Unit (DRU) safety staffs are responsible for sub paragraphs 1.5.11.1. thru 1.5.11.4., 1.5.11.7., and 1.5.11.9. thru 1.5.11.12.

1.5.11.2. Follow-ups will be sent to ACC/SE 90 days after out-brief and every 60 days after that until findings are abated.

1.5.11.4. All ACC agencies responsible for the planning of readiness training exercises will staff the exercise plans with the appropriate headquarters safety, health, and fire protection offices for review. This is to ensure a risk assessment is accomplished to minimize loss of resources and injury to personnel. Intermediate headquarters and wing/group generated exercise plans will also be reviewed by safety, health, and fire prevention offices at their level.

1.5.11.7. Training will be tracked at the NAF/Center level and forwarded to MAJCOM/SEG NLT 30 Sep.

1.5.11.8. Coordinate publications with the ACC Chief of Safety (SE), Command Bioenvironmental Engineer (SGPB), Aerospace Medicine Branch (SGP), and the Civil Engineer (CE) (or their representatives), as appropriate, prior to publication. The Ground Safety Branch, ACC/SEG, coordinates all submittals with the ACC Career Development Branch, ACC/A1K.

1.5.15.4. Host/Tenant Support Agreements will address responsibilities for conducting program assessments and inspections of tenant organizations. Host units collocated with a tenant NAF or MAJCOM are responsible for performing assessments and inspections on those units.

1.5.15.5. Convening authorities track open recommendation to closure. Contact your NAF/Center or MAJCOM for assistance assigning OPR/OCR's outside your organization.

1.5.15.22. **(Added)** Additional safety responsibilities and services required by the host or tenant will be included in Support Agreements (SAs), Memoranda of Agreement (MOAs), MAJCOM-to-MAJCOM Agreements, or Memoranda of Understanding (MOUs). Units are encouraged to publish local supplements to formalize safety duties and responsibilities.

1.5.15.23. **(Added)** Ensure the appropriate safety disciplines review contracts (construction and services), deployments, exercise, and aircraft parking plans. Require flight and weapons safety to coordinate on all aircraft parking plans and airfield waivers.

1.5.15.24. **(Added)** Chiefs of Safety (COS) will notify NAF/SE and ACC/SE of new primary duty Flight Safety Officer (FSO) assignments using e-mail or memorandum. The unit commander will indorse a letter of notification; e-mail notifications should reflect that the CC has personally approved the selection.

1.5.18.2. Coordinate siting and construction plans with the installation safety office and the security forces resource protection office.

1.5.20.14. **(Added)** Ensure supervisors are conducting pre-departure safety briefings.

1.5.21.4. Supervisors may generate locally developed products using word processing or data management software such as Microsoft Word or Excel to document training completion.

1.5.21.12. Supervisors will provide an interactive (face-to-face) pre-departure safety briefing for members under the age of 26. The AF Form 4392 will be used to document this briefing.

1.5.22.13. **(Added)** Comply with requests from qualified inspection and monitoring personnel regarding the wearing of personal monitoring devices. If a safety problem may be created by the monitoring device, the employees should discuss it with the supervisor and the requesting official. During personal monitoring, personnel will not deliberately perform their work in a manner that would bias the monitoring results.

2.1.1. The ACC Director of Safety and NAF/DRU Chiefs of Safety will be rated officers. The tour for officers assigned to chief of safety duty at wing level should be a maximum of 2 years. See ACCI 36-211, 01 May 2012 for additional information.

2.1.1.1.1. **(Added)** Active duty military COS at the USAF Warfare Center will be either on a current or previous squadron commander list or an individual the USAF Warfare Center Commander intends to support for the squadron commander list, or a former squadron commander. ACC/CV or above has waiver authority for this requirement.

2.1.1.2. Chiefs of Safety at all levels must attend the Chief of Safety course unless they have previously attended in conjunction with a prior safety assignment.

2.1.2.1.3. **(Added)** Full time ground safety staffs (1SOX / 0018s) should conduct a 2-hour in house training session at least twice a month.

2.1.4. In units with multi-place aircraft, either the Chief of Safety or the FSO must be a pilot. FSOs must possess a record reflecting exemplary flying skills and aptitude for proactive safety program management. FSOs occupying wing unit manning document (UMD) positions will be rated officers on unconditional flying status and will maintain at least basic mission capable (BMC) status in the primary authorized aircraft (PAA) (rated as instructors in training wings). The majority of the time in this position should be spent performing safety duties. FSOs assigned to squadron safety UMD positions will be qualified in the unit-equipped (UE) aircraft at the combat mission ready (CMR) level or as an IP/IN for training squadrons. Advice on retainability may be obtained from ACC/A1 prior to making a selection.

2.1.4.1. FSOs in "S" prefix UMD positions, including those serving below the wing level, must complete the Aircraft Mishap Investigation Course (AMIC, WCIP05A) and one of the following; Aviation Safety Program Management course (ASPM, WCIP09B) or the ACC Flight Safety Program Management course (FSPM, 3J5ACC1XXXXOOO). This training should be completed within 90 days of appointment and no later than 180 days from appointment.

2.1.4.3. SAFSOs must complete AMIC, and one of the following; ASPM or ACC FSPM. This training should be completed within 90 days of appointment and no later than 180 days from appointment.

2.1.4.5. **(Added)** Squadron level FSOs will not fill a wing UMD FSO position, but will assist the wing Chief of Flight Safety in the overall management of the flight safety program. The primary duty of the Squadron level FSO is to manage the squadron's internal flight safety program as directed by the squadron commander. Squadrons that do not have an FSO shall appoint a SAFSO to assist in managing the internal squadron flight safety program and to function in the absence of the FSO. Commanders may elect to designate an Additional Duty FSNCO (ADFSNCO), in lieu of a SAFSO, if rated officer manning is insufficient. A person designated as a squadron ADFSNCO will be either a qualified crewmember or a maintainer. Units may use local discretion in using assigned FSOs and SAFSOs to ensure squadron and wing flight safety programs are effectively and efficiently managed. Using FSOs in roles other than those specified in this supplement will be approved in writing by the DRU/NAF Chief of Safety, as appropriate. Squadron level FSOs and SAFSOs will maintain CMR status in operational squadrons and will be rated by the assigned unit squadron commander. FSOs at the Wing level or above will be exempt from full-time additional duties not directly related to flying IAW AFI 11-MDS, Vol 1, Chapter 1, and Aircrew Utilization Policy. Additionally, Squadron level FSOs and SAFSOs should not be assigned any of the following full-time flying related additional duties unless absolutely necessary and justified in writing to the NAF/DRU safety office.

2.1.4.5.1. **(Added)** Weapons and tactics officer, Programmer, Mobility/Contingency Plans officer, Training officer, Squadron Standardization officer, Squadron Life Support officer, Intelligence officer, or Electronic Combat officer.

2.1.5.4. **(Added)** Each Wing will have a Flight Safety NCO (FSNCO). This is a career mentoring position exposing the individual to the entire spectrum of flying operations, maintenance, and support. Suggested areas of utilization for the FSNCO include:

2.1.5.4.1. **(Added)** Liaison with maintenance flight safety function.

2.1.5.4.2. **(Added)** Investigating selected Class C mishaps as determined by the Chief of Safety or the Chief of Flight Safety and IAW AFI 91-204.

2.1.5.4.3. **(Added)** Coordinating quality deficiency report program with MXG/QA.

2.1.5.4.4. **(Added)** Coordinating the trend analysis program.

2.1.5.4.5. **(Added)** Accompanying MXG/QA on annual inspections of logistics units.

2.1.5.4.6. **(Added)** Assisting in annual and spot inspections.

2.1.5.4.7. **(Added)** Monitoring areas listed in paragraph 7.6.

2.1.6.1. Enlisted Wing Weapons Safety Manager (WSM) should be a senior NCO serving in the 2W or 2M career fields. The tour for WSM's should be at least two years. To meet the demands of AEF tasking for weapons safety, all weapons safety personnel should be worldwide deployable. ACC/SEW assist the MAJCOM 2W Functional Manager's with issues for personnel with a 375 special experience identifier (SEI)." Any exceptions to these policies will be coordinated through ACC/SEW for ACC/SE approval.

2.1.9. **(Added)** School Monitors. The ACC Director of Safety will identify school monitors for each discipline (Flight, Weapons, and Ground). Each NAF/DRU safety office will ensure ACC/SE is aware of their unit's safety training requirements. ACC/SE will provide guidance for attendance at any other special safety courses. The following safety courses are conducted by ACC:

2.1.9.1. **(Added)** Flight Safety Program Management Course (3J5ACC1XXXX 000)

2.1.9.2. **(Added)** Ground Safety Program Management Course (3J5ACC1SOX1 000). Course is designed to acquaint all military (1S0X) and civilian ground safety personnel (0018) with command-unique safety programs and requirements. All newly assigned personnel are required to attend not later than 6 months after arrival to their duty station. Personnel who have previously attended the course and are reassigned to ACC are not required to attend. Unit safety representatives may attend if space is available.

2.2. Unit Safety Representatives (USR). Parent units may delay training of GSU safety personnel beyond 30 days if required by previously established travel schedules or funding.

2.2.5. **(Added)** Weapons safety USRs will be re-trained annually unless they attend the ACC Weapons Safety Program Managers Course.

2.3.1. WSM will accompany COS when possible.

2.3.2.2. The base Military Personnel Section (MPS) will provide an Alpha Roster or access to an Alpha Roster to the Wing Safety office.

2.3.2.4. **(Added)** A bioenvironmental engineer (BEE) and/or the public health (PH) officer (or designated representative) will conduct an occupational health briefing during the supervisor safety training course. This is a written BEE/PH briefing developed and approved by both the wing Bioenvironmental Engineer and Public Health Officer. Coordinate this briefing with the base ground safety office and update at least annually. Structure the briefing to ensure individuals are familiar with the following:

2.3.2.4.1. **(Added)** Overview of the occupational health program to include the responsibilities and duties of the BEE and public health functions.

2.3.2.4.2. **(Added)** The purpose of initial and periodic industrial hygiene and special purpose surveys.

2.3.2.4.3. **(Added)** Reporting and abatement requirements for occupational and environmental health standards as well as the use of health based Risk-Assessment Codes.

2.3.2.4.4. **(Added)** Occupational and Environmental health education responsibilities of supervisors including hazard identification, hazard communication (HAZCOM), OSHA expanded standards, and hazard controls including engineering, administrative and personal protective equipment.

2.3.2.4.5. **(Added)** The purpose and scheduling mechanism for, and the supervisor's role in, occupational health examinations.

2.3.2.4.6. **(Added)** The fetal protection program to include the supervisor's responsibility to refer pregnant workers for workplace exposure evaluations.

2.3.2.5. **(Added)** The supervisor safety training program will be supplemented by units responsible for the training to include information on mission, special hazards or situations, and local policies.

2.3.3.1. SE/CE/BEE/PH officials will provide technical assistance to supervisors in developing an appropriate lesson plan for this training. Training must be of sufficient length and depth to insure that individuals are familiar with the requirements of Attachment 5.

2.3.6. Training Outlines. Flight, ground, and weapons safety outlines are included as Attachment 17, Attachment 18, and Attachment 19 respectively. These outlines provide basic program elements for the respective functional safety areas.

2.6.1.2. A working group consisting of safety, fire protection, bioenvironmental engineering, and civil engineering programming may be established to ensure satisfactory accomplishment. The work group should meet at least 15 days prior to the installation safety council meeting.

Table 3.1. NOTE 4: Any rating below satisfactory will receive a follow-up staff assistance visit (SAV) within 120 days.

3.2.3. **(Added)** Safety programs will be evaluated using a five-tier rating system consisting of the grades Outstanding, Excellent, Satisfactory, Marginal and Unsatisfactory. Inspection team chiefs may assign ratings that accurately reflect observed performance regardless of statistical outcomes. Specific criteria are designed as a guide and are not a substitute for the judgment of the inspector. However, when ratings differ significantly from established criteria, the rationale should be explained. Individual discipline PME ratings defined as follows:

3.2.3.1. **(Added)** OUTSTANDING: Far exceed mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are carried out in a far superior manner. Programs and resources are efficiently managed and demonstrate exceptional merit with minimal deficiencies. (85% or more of the major program elements rated outstanding).

3.2.3.2. **(Added)** EXCELLENT: Exceeds mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are carried out in a superior manner. Programs and resources are efficiently managed and are relatively free of discrepancies. (75% of major program elements rated excellent or above).

3.2.3.3. **(Added)** SATISFACTORY: Meets mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are effectively and competently carried out. (65% of major program elements rated satisfactory or above).

3.2.3.4. **(Added)** MARGINAL: Does not meet mission requirements indicated in the areas of operation or performance. Procedures and activities are not carried out in an efficient manner. Deficiencies exist that impede or limit mission accomplishment. (55% or more of major program elements rated marginal or below).

3.2.3.5. **(Added)** UNSATISFACTORY: Does not meet mission requirements indicated in the areas of operation or performance. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment. (45% or more of major program elements are rated as unsatisfactory).

3.2.4. **(Added)** Overall PME Ratings defined as follows:

3.2.4.1. **(Added)** OUTSTANDING – Two or more disciplines rated as outstanding and no discipline rated lower than excellent.

3.2.4.2. **(Added)** EXCELLENT – Two or more disciplines rated as excellent or higher and no discipline rated lower than satisfactory.

3.2.4.3. **(Added)** SATISFACTORY – Any combination of ratings not meeting the criteria of the other categories provided no more than two areas are rated marginal or below.

3.2.4.4. **(Added)** MARGINAL – Two or more disciplines rated marginal and no discipline rated higher than excellent.

3.2.4.5. **(Added)** UNSATISFACTORY – Two or more disciplines rated unsatisfactory and no discipline rated higher than excellent.

3.2.4.6. **(Added)** Combinations of ratings not addressed in the guidelines above will be assessed and rated by the team chief on a case by case basis.

3.2.4.7. **(Added)** Major program element ratings will be determined by applying the same standard as above to sub-areas within that major element.

3.4.1. Schedule inspections so they do not exceed 12 months from prior inspection dates.

3.5.1. Chief of Safety will determine the frequency of spot inspections for Wing Safety and USR's. However, as a minimum 1 spot inspection will be performed by each full time safety professional and/or USR per week. COS will ensure activities which operate around the clock are adequately surveyed at times other than normal duty hours. Spot inspections will be documented on a locally developed spot inspection log or electronic database.

3.6. MAJCOM, NAF, centers, and wings may designate high interest areas based on local situation and/or special needs. If designated, High Interest Areas will be inspected at least weekly and may be counted as a normal spot inspection.

3.9.3. NAF/SE SAVs of wing safety programs are valuable tools for maintaining strong mishap prevention programs. IAW AFI 90-201, wing Commanders are urged to request NAF/SE SAVs through the ACC/IG Gatekeeper. SAVs will not be accomplished within 120 days of a scheduled Safety PME.

3.9.5. **(Added)** Nuclear surety staff assistance visits (NSSAVs) are an ACC responsibility and are conducted per guidance in AFI 91-121_ACCSUP.

5.3.2.1. **(Added)** The Combat Edge, is the principal safety education medium in the ACC program. It addresses all safety functional areas and presents monthly, quarterly, and annual award summaries. Units are strongly encouraged to submit worthy award nominations, articles, anecdotes, etc.

5.5.1. NAFs, DRUs, and Wings will:

5.5.1.1.1. **(Added)** Trend analysis as a minimum will include applicable safety inspections (annual, spots, high interest), mishaps, deficiencies, hazard reports, and in flight emergencies to identify problem areas and develop solutions to reduce negative trends. Any significant findings will be presented to the commander and staff at safety council meetings or through other means.

5.5.1.2.1. **(Added)** Wings will forward their analysis to their NAFs/Center by 15 November each year. NAF's will forward information to the respective ACC Safety discipline by 30 November of each year.

6.5. Deployed ACC members are eligible for ACC level awards. Other MAJCOM's members should compete for MAJCOM level awards via their parent MAJCOM. Members deployed to one year positions and are assigned to Shaw AFB MPS are eligible to submit for individual ACC

level awards. This limitation does not apply to non-ACC members that are submitted as part of a unit level award.

7.1.3. **(Added)** The Wing FSO will conduct quarterly meetings with Squadron FSOs, SAFSOs, FSNCOs and ADFSNCOs for program continuity and standardization.

7.3.1.3.4. **(Added)** The ACC Director of Safety will identify an ACC BASH monitor.

7.3.1.5.2. **(Added)** Each base safety office will provide a current copy of their BASH plan to their NAF and ACC/SEF.

7.3.1.5.4. **(Added)** Units will coordinate with airfield management on bird/animal wildlife scare and depredation responsibilities. Personnel who perform these duties must be trained by qualified personnel on the use of bird scare ammunition and associated equipment. License and storage of the assets must conform to requirements listed in AFMAN 91-201.

7.5.4.1. **(Added)** Each person identified to serve as a potential board member will be trained within 1 month. Previous members of mishap boards should be used to contribute lessons and techniques that they learned. Training may use any combination of personal briefings and written or audiovisual materials. Refresher training should be given annually to review AFI 91-204 requirements and update previously trained individuals on new rules, techniques, or lessons learned. Recommend a review of applicable portions of the mishap response plan and the contents of the investigation kit during this training. **Note:** Board Presidents Training. NAF/DRU safety offices will ensure their units schedule all prospective Board Presidents for AFSC SIB/AIB President's training as soon as possible.

7.8. **(Added)** Flight Safety Councils (FSC): Each base conducting flight operations will have a (FSC) or equivalent. The FSC is chaired by the installation commander or by the commander's designee. The FSC is a forum for open and proactive discussion of flight safety issues in an integrated, multidisciplinary fashion. The FSC will advise the commander on flight safety related matters and recommend actions for identified areas of concern. The FSC should meet at least once per half year and may meet in conjunction with the quarterly safety council.

7.8.1. **(Added)** Membership should include the Chief of Safety, all FSOs, the squadron senior operations and maintenance officer, the Chief of Standardization and Evaluation, the airfield operations officer, the Fire Chief, the Director of Base Medical Services (or designee), the senior aerospace medicine physician (or senior SME flight surgeon for ACC tenant units), the base civil engineer, the life support superintendent, senior representatives from the support and logistics groups, the weather office, the Crash, Damaged, Disabled, Aircraft Recovery (CDDAR) Team Chief and other senior officials deemed necessary to conduct the business of the council. ACC units that are tenants on other MAJCOM installations are encouraged to participate in equivalent host unit forums. However, if the host does not have an equivalent, the FSC should be conducted to provide a vehicle for formally identifying flight safety concerns to the host and higher headquarters. Ensure members are briefed on safety-privileged information, if applicable.

7.8.2. **(Added)** The wing FSO should ensure distribution of an agenda, with provisions for additions in advance, and publication of council meeting minutes. The council chairperson approves the minutes. All council members receive copies of the minutes. OPRs are identified for items requiring action. Ensure all privileged information is marked appropriately.

7.8.3. **(Added)** FSC communications stay within Air Force channels. Areas for discussion should primarily include those that will benefit from the inputs of the assembled functional experts and which may require cross-functional coordination to act upon. This may include, as appropriate:

7.8.3.1. **(Added)** Response to aircraft in-flight emergencies/crash recovery.

7.8.3.2. **(Added)** Human performance issues; flight and maintenance/ground environment.

7.8.3.3. **(Added)** Pilot, aircrew, controller, airfield management, and maintainer needs and interface.

7.8.3.4. **(Added)** Commencement and accommodation of new operational flying requirements (e.g., night operations, NVGs).

7.8.3.5. **(Added)** Impact of base maintenance and construction on flying.

7.8.3.6. **(Added)** Disaster/HAZMAT response.

7.8.3.7. **(Added)** Airfield conditions.

7.8.3.8. **(Added)** Life support and training programs.

7.8.3.9. **(Added)** Status of open/closed mishap recommendations.

7.8.3.10. **(Added)** Air Traffic Control operations/procedures.

7.8.4. **(Added)** Submit report of current status of unit open/closed mishap recommendations to NAF/SE as soon as possible following council meeting or semiannually if no meeting is held.

8.1.4. **(Added)** Ensure development of unit ground safety management or continuity books.

8.7.4. Coordinate all variance and exemption requests locally with safety, bioenvironmental, and fire protection personnel as appropriate. Forward variance and exemption requests through intermediate headquarters to ACC/SEG, 220 Sweeney Blvd, Ste #308, JB Langley-Eustis, VA 23665-2714. ACC/SEG will coordinate variance and exemption requests through ACC/A70 and ACC/A7X for fire prevention related issues, ACC/SGPB for health related issues and other appropriate staff agencies as applicable. ACC/SEG will ensure variance/exemption are forwarded to higher headquarters for final approval or disapproval action.

8.7.4.1.4. NAF and DRU safety staffs will maintain all active variances (Air Force Wide and ACC) that apply to units under their control.

8.7.7. **(Added)** Recommended changes are coordinated locally with safety, bioenvironmental, health, and fire protection personnel as deemed appropriate, then forwarded through intermediate headquarters to the appropriate ACC Safety, Health and Fire Prevention office. AFOSH and OSHA standards take precedence over fire, safety, and health guidance in functional area directives and technical orders if the AFOSH and OSHA standards are more restrictive.

8.8.1. Each ACC installation ground safety office is the single point of contact regarding DoL, OSH, and state OSHA visits or inspections. This ensures that entry control officials will not have to decide which functions (safety, health, or fire prevention) to contact. Ground safety coordinates all OSH-related visits with the bioenvironmental engineering office or base fire chief, as appropriate, as soon as possible. Ground safety includes the appropriate agency,

bioenvironmental engineering or fire protection flight in the in-brief. A representative for the appropriate agency accompanies the DoL inspector.

8.8.5. Upon arrival of OSHA representatives on the installation, the unit ground safety office will immediately notify their NAF/SEG (if applicable, USAF Warfare Center/SEG) and ACC/SEG of any state or federal DoL safety, fire and/or health-related inspection or request for in-house investigation of a complaint. Accomplish this telephonically or by e-mail, whichever provides the fastest response. ACC/SEG in turn notifies ACC/SGOP, ACC/A7XF and HQ AFSEC/SEGO of all state or federal DoL inspections.

8.12. **(Added)** Industrial Safety Training Programs. Safety personnel assigned to units with aircraft who have responsibilities to inspect units with a flying mission will attend Training Detachment (TD), Aircraft Maintenance Qualification Program (AMQP) familiarization training courses, when available, or receive training from the FSO/FSNCO, during their first 6 months of assignment. Training must be documented to satisfy this requirement.

9.4.7. This briefing will be included as part of the Commander's Orientation when possible (Ref: para 2.3.1.). WSMs will brief all Commanders in their organization to include those below group level.

9.4.9. Document annual review showing as a minimum operation, maintenance, communications and civil engineer review. ACC Wings who are tenant will document reviews showing operations and maintenance review.

9.4.11. **(Added)** Coordinate on applicable AFTO Form 22, *Technical Order Improvement Report and Reply*.

9.5.4. **(Added)** Ensure development of unit weapons safety management/continuity book.

9.11. Full-time WSMs will attend the ACC Weapons Safety Program Managers course (3J5ACC2W0X1) no later than six months after assumption of WSM responsibilities. Weapons Safety USR's are highly encouraged to attend.

9.11.2. Overdue individuals will not perform any explosives or weapons related duty until training requirements are satisfied.

9.11.3. **(Added)** Weapons safety training for TO 11A-1-33, *Handling and Maintenance of Explosives Loaded Aircraft*, will be provided to all personnel who may be dispatched to work on explosives loaded aircraft. This training is required initially and every 15 months (not later than the end of the month in which the initial training was conducted) thereafter. The training will include how to identify armed aircraft and a familiarization of the hazards involved when working on or around explosives loaded aircraft.

9.11.4. **(Added)** Lesson plans and tests:

9.11.4.1. **(Added)** The lesson plan for weapons safety training will be developed IAW Attachment 21. The Air Force Munitions Explosives Safety Training CBT may be used to meet items A21.1 through A21.1.16. Any lesson plan changes or additions made by the OPR after approval must be coordinated with the wing safety office. Nuclear surety lesson plans requires approval as prescribed by AFI 91-101_ACCSUP. The WSM will review each lesson plan prior to implementation and annually thereafter.

9.11.4.2. **(Added)** Tests will be prepared by the OPR and coordinated with the wing safety office. Individuals receiving weapons safety training must be given a closed book test at the conclusion of each training session. Test failures will receive immediate corrective training (classroom or self-study) and retest. The minimum number of test questions will be determined by training program objectives. The minimum passing grade is 80 percent. At least two distinctly different tests must be available and used. Change 25% of questions on primary and alternate test annually. The same questions rearranged, or with the multiple choices rearranged, are not considered “distinctively different.”

SIDNEY F. MAYEUX, Colonel, USAF
Director of Safety

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-218, (<http://www.e-publishing.af.mil/pubfiles/af/11/afi11-218/afi11-218.pdf>), *Aircraft Operations and Movement on the Ground*

AFI 21-103, (<http://www.e-publishing.af.mil/pubfiles/af/21/afi21-103/afi21-103.pdf>), *Equipment Inventory, Status, and Utilization Reporting*

AFI 90-201, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI90-201.pdf>), *The Air Force Inspection System*

AFI 91-101 ACC_SUP, (http://www.e-publishing.af.mil/shared/media/epubs/AFI91-101_ACCSUP_I.pdf), *Air Force Nuclear Weapons Surety Program*

AFI 91-121 ACC_SUP 1, (http://www.e-publishing.af.mil/shared/media/epubs/AFI91-121_ACCSUP_I.pdf), *Nuclear Surety Staff Assistance Visit Program*

ACCI 36-211, (<http://www.e-publishing.af.mil/shared/media/epubs/ACCI36-211.pdf>), *ACC Squadron Commander and Chief of Safety Hiring and Tenure*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AFRC—Air Force Reserve Command

ANG—Air National Guard

CBT—Computer Based Training

HQ—Headquarters

IAW—In Accordance With

MAJCOM—Major Command

NAF--Numbered Air Force

Attachment 14**SAFETY EDUCATION AND TRAINING**

A14.3.1. **(Added)** USR Training will be provided by the Host Safety Office with the exception of tenants with full time safety staffs.

A14.3.2. **(Added)** Optional training can be received through the AF Portal on ADLS: https://golearn.csd.disa.mil/kc/main/kc_frame.asp?blnWhatsNew=True

A14.3.3. **(Added)** The ACC Ground Safety Program Management (GSPM) course (3J5ACC1SOX1 000) is available for USRs to attend but only as a secondary audience. While GSPM is available to USRs it does not substitute for the local USR training.

Attachment 17 (Added)**TRAINING OUTLINE FOR SQUADRON ASSIGNED FLIGHT SAFETY OFFICERS
AND FLIGHT SAFETY NON-COMMISSIONED OFFICERS**

A17.1. Purpose: This outline provides the basic elements of the training program for Squadron Assigned Flight Safety Officers (SAFSOs) and Flight Safety NCOs (FSNCOs). SAFSOs and FSNCOs should be scheduled to attend AMIC and either the FSPM course or the ASPM course soon as possible after assuming safety duties.

A17.1.1. Flight Safety Program:

A17.1.1.1. Objective: Familiarize trainees with the essential elements and objectives of the USAF and ACC flight safety programs and to enable them to identify operational hazards and understand the principles of mishap prevention.

A17.1.1.2. References: AFI 91-202, AFI 91-204, and AFI 36-2833.

A17.1.1.3. Tasks: Review directives pertaining to the flight safety program; understand the requirements to support the program elements; understand the requirements for the disclosure of privileged information; be aware of general safety precautions; have a general knowledge of the duties outlined in AFI 91-202_ACCSUP; understand the requirements for safety awards; and obtain a broader knowledge of the roles of operations, logistics, medical, civil engineering, weather, and air traffic control in flight safety.

A17.2. Responsibilities of the Flight Safety Program:

A17.2.1. Objectives: Familiarize the trainee with the responsibilities for establishing and conducting an effective, aggressive, and integrated safety program.

A17.2.2. Reference: AFI 91-202.

A17.2.3. Tasks: Understand the responsibilities defined in the directives, review commander's safety policy, and understand the specific responsibilities in the conduct of the unit's mishap prevention program, and review documentation requirements and procedures.

A17.3. Investigation and Reporting:

A17.3.1. Objective: Familiarize trainees with investigation and reporting requirements for mishaps and hazards.

A17.3.2. References: AFI 91-202, and AFI 91-204.

A17.3.3. Tasks: Review the applicable directives, acquire a basic understanding of procedures for investigating and reporting mishaps and hazards, become familiar with the types of reports submitted, become familiar with action channels for resolving mishaps and hazards, understand local mishap and hazard notification systems, and understand the responsibilities of this program.

A17.4. Inspections/Visits:

A17.4.1. Objectives: To familiarize the trainee with the objectives, policies, and procedures of the safety surveillance program and the specific local requirements.

A17.4.2. References: AFI 90-201 and AFI 91-202.

A17.4.3. Tasks: Review directives pertaining to the safety surveillance program, understand the objectives of the program and the necessity and methods for documenting visits, review the requirements for documenting corrective and follow-up action taken by the unit, and review the frequency of inspections required.

Attachment 18 (Added)**TRAINING OUTLINE FOR UNIT GROUND SAFETY PERSONNEL**

A18.1. Purpose: Outline the commander's unit ground safety program, and the Ground Safety Management Book. Provide the basic elements to be included in the training program for unit ground safety personnel.

A18.1.1. Ground Safety Program: This outline and the Ground Safety Management Book provide only the minimum basic elements to be included in the training program for unit ground safety personnel. Each wing/base/center/group ground safety office must establish a training syllabus which includes knowledge and performance tasks required to fit local needs. Trainees must understand the objectives of the mishap prevention program and how important their job is in achieving the desired results. The methods and personnel employed in presenting the training are key factors in the trainees' acceptance of the unit ground safety responsibilities.

A18.1.1.1. Objective: Familiarize trainees with the essential elements and objectives of the USAF and ACC ground safety program, to enable them to identify safety hazards, proper use of AFOSH standards, and understand the principles of mishap prevention.

A18.1.1.2. References: AFI 91-202, AFI 91-204, and AFI 36-2833.

A18.1.1.3. Tasks: Review directives pertaining to the ground safety program, understand the requirements to support the program elements, be aware of general safety precautions, have a general knowledge of the duties outlined in this instruction and supplement, and obtain a basic knowledge of training requirements and methods used to educate personnel in the same effort.

A18.2. Responsibilities for the Ground Safety Program:

A18.2.1. Objective: Familiarize the trainee with the responsibilities for establishing and conducting an effective, aggressive, and integrated safety program.

A18.2.2. Reference: AFI 91-202.

A18.2.3. Tasks: Understand the responsibilities defined in the directives, review commander's safety policy, and understand the specific responsibilities in the conduct of the unit's mishap prevention program, and review documentation requirements and procedures.

A18.3. Investigation and Reporting:

A18.3.1. Objective: Familiarize the trainee with investigating and reporting requirements for mishaps and hazards.

A18.3.2. References: AFI 91-202, AFI 91-204, and AFPAM 91-224.

A18.3.3. Tasks: Review the applicable directives, acquire a basic understanding of procedures for investigating and reporting mishaps and hazards, become familiar with the types of reports submitted, understand the local mishap notification system, and understand the responsibilities of this program.

A18.4. Inspections/Visits:

A18.4.1. Objective: Familiarize trainees with the objectives, policies, and procedures of the safety surveillance program and specific local requirements.

A18.4.2. References: AFI 90-201, AFI 91-202, AFOSH Standards 91- and 48- series.

A18.4.3. Tasks: Review directives pertaining to the safety surveillance program, understand the objectives of the program and the necessity and methods for documenting visits, review requirements for documenting corrective and follow-up action taken by the unit, and review the frequency of inspections required.

A18.5. Mishap Experience:

A18.5.1. Objective: Familiarize trainees with the mishap experience of their organization to include positive and negative results.

A18.5.2. References: AFI 91-202, AFI 91-204, and local trending/analysis data.

A18.5.3. Tasks: Review the mishap experience of the organization during the last year to include all mishap classifications (A-D) covered in AFI 91-204. Point out problem areas detected during trending which require increased prevention and observation measures in the unit. Emphasize areas which have shown improvement or have low experience. Operational procedures in low experience shops should be looked at by unit personnel for squadron-wide application.

Attachment 19 (Added)**TRAINING OUTLINE FOR ADDITIONAL DUTY WEAPONS SAFETY PERSONNEL**

A19.1. Purpose: This outline provides the basic elements to be included in the training guide for additional duty weapons safety personnel.

A19.1.1. Weapons Mishap Prevention Program:

A19.1.1.1. Objective: Familiarize trainees with the essential elements and objectives of the USAF and ACC weapons mishap prevention program and mishap reporting; to enable them to identify missile, nuclear, and explosives hazards; and understand the principles of mishap prevention and mishap reporting.

A19.1.1.2. References: DOD 6055.9-STD, AFMAN 91-201, AFI 91-101, AFI 91-202, AFI 91-204, AFI 36-2833, TO 11A-1-33, and TO 11A-1-46.

A19.1.1.3. Tasks: Check directives pertaining to each weapons safety specialty (missile, nuclear, explosives); understand the need to support the program elements; be aware of general safety precautions, fire protection and storage requirements, and electrical hazards; gain a knowledge of the duties outlined in AFI 91-202 and this supplement thereto; gain a basic knowledge of waivers, deviations, aircraft parking plans, and site plans; and understand the requirement for development of standard operating procedures to support explosives operations and unit requirements in support of the Nuclear Certified Equipment Program.

A19.2. Responsibilities for the Weapons Mishap Prevention Program and Mishap Reporting:

A19.2.1. Objective: Familiarize the trainee with the responsibilities for establishing and conducting an effective, aggressive, and integrated safety program.

A19.2.2. References: DOD 6055.9-STD, AFMAN 91-201, AFI 91-101, AFI 91-202, and AFI 91-204.

A19.2.3. Tasks: Understand the responsibilities defined in the directives, review commander's safety policy, and understand the specific responsibilities of this program.

A19.2.4. Mishap Responsibilities: Responsibilities include: mishap reporting, preserving evidence and assistance during investigations.

A19.3. Inspection/Visit:

A19.3.1. Objective: Familiarize the trainee with the objectives, policies, and procedures of the safety surveillance program and specific local requirements.

A19.3.2. References: DOD 6055.9-STD, AFMAN 91-201, AFI 91-101, AFI 91-202, and AFI 90-201.

A19.3.3. Tasks: Check directives pertaining to the safety surveillance program, understand the objectives of the program and the necessity and methods for documenting visits, check the requirements for documenting corrective and follow-up action taken by the unit, and check the frequency of inspection required.

Attachment 20 (Added)**WEAPONS SAFETY MANNING PLAN**

A20.1. Requirement: It is critical for the Air Force to recruit strong performers into Weapons Safety. Weapons Safety positions are filled by 2WXXX and 2MXXX NCOs using a Special Experience Identifier (SEI). Most assigned individuals will be assigned to Weapons Safety only once, for a two to three year period, in their career. Superior performers may be assigned two or more times in increasingly challenging Weapons Safety positions. It is therefore essential that candidates be fast learning, highly motivated individuals.

A20.2. Recruitment: The above requirement makes it necessary for individuals in the safety office to actively recruit, whenever possible, when they are in units with the appropriate AFSCs. Also, the Chief of Safety should be in close contact with the Logistics Group and appropriate squadron commanders identifying well suited candidates. Wing staff experience, the ability to work both flight line and munitions storage issues, and an opportunity to broaden an individual's experience by learning the safety discipline, are all reasons for an individual to volunteer for Weapons Safety. The communicative skills and wide range of responsibilities inherent in the position are all desirable abilities for a potential senior NCO to have.

A20.3. Selection Process: When an individual volunteers to be assigned to Weapons Safety they should go to the Safety office on the base they are assigned and be interviewed by the Chief of Safety. Names of candidates who are well suited for assignment will be forwarded by the Chief of Safety to the MPS. The MPS will then notify AFPC of the individual's eligibility and desires. Prior to assignment if possible, the MAJCOM will send the individual TDY to the Weapons Safety School. If possible the TDY should be accomplished in conjunction with the PCS.

Attachment 21 (Added)**MINIMUM WEAPONS/EXPLOSIVE SAFETY TRAINING PLAN REQUIREMENTS**

A21.1. Purpose. This outline provides minimum elements to meet explosive safety training requirements.

A21.1.1. Cardinal Principle.

A21.1.2. Risk Management.

A21.1.3. Fire Fighting Guidance.

A21.1.4. HERO/EMR.

A21.1.5. Emergency Procedures.

A21.1.6. Mishap Reporting.

A21.1.7. Storage of Explosives.

A21.1.7.1. Fire Symbol/Chemical Signs.

A21.1.7.2. Licensed Locations.

A21.1.7.3. Sited Locations.

A21.1.8. Transportation of Explosives.

A21.1.8.1. Placard Requirements.

A21.1.8.2. Load Stability.

A21.1.9. Handling of Explosives.

A21.1.9.1. Static electricity hazards.

A21.1.9.2. Personnel/Explosives Limits.

A21.1.10. Unit Specific Information.

A21.1.10.1. Identify Unit Munitions/Explosives Family Groups (e.g. general purpose bombs, flare, missiles, cartridges, small arms “etc”).

A21.1.10.1.1. Describe general Hazards.

A21.1.11. Identify Compensatory Actions to avoid violations (if any).

A21.1.12. Review unit O.I. used for explosives operations.

A21.1.13. Identify non-explosives hazards that may impact explosives operations on base (if any).